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ABSTRACT

The standard is used to grade nonsupervisory jobs involved in routing and expediting the movement of parts, end items, supplies, and materials within production and repair facilities to meet priority needs. The work requires knowledge of material characteristics, uses, condition, industrial production shop procedures, shop layout, and internal supply sources. Two different levels of materials expediter, WG-5 and WG-7, are described in terms of duties, skill and knowledge, responsibility, physical effort, and working conditions. (AG)

CE

JOB GRADING STANDARD FOR

MATERIALS EXPEDITER

WG-6705

ED 090379

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WORK COVERED

This standard is used to grade nonsupervisory jobs involved in routing and expediting the movement of parts, end items, supplies, and material within production and repair facilities to meet priority needs.

This work requires knowledge of material characteristics, uses, condition, industrial production shop procedures, shop layout, and internal supply sources.

WORK NOT COVERED

Not covered by this standard is work primarily involving:

—Storing and issuing tools, test equipment, etc., with associated responsibility for routing items stored for repair or recalibration (Tools and Parts Attendant, WG–6904);

—Receiving, storing, and assembling for issue or shipment, and shipping a variety of bin and bulk supplies, materials, and equipment (Warehouseman, WG–6907);

—Operating vehicles in the routine pick-up and delivery of preaddressed material (Motor Vehicle Operator, WG–5703);

—Providing supply clerical and technical support services required to carry out repair, supply, or maintenance operations, e.g., initiating requisitions for supply issue or local purchase action; consulting stock lists and technical publications to obtain interchangeability of substitution information; performing identification and destination acceptance of items received from supply or procurement sources; or otherwise ordering, receiving, issuing, replenishing, and taking inventory of supplies (Supply Clerical and Technician Series, GS–2005);

—Planning and developing paperwork to effect proper routing, i.e., work sequencing, of items through specific shop operations (Production Control Series, GS–1152, and pay plan for Wage Employees Engaged in Production Facilitating Operation).

TITLES

Jobs covered by this standard are to be titled *Materials Expediter.*

This standard does not describe all possible grades at which jobs might be established. If jobs differ substantially from the skill, knowledge, or other work requirements described for the jobs in the standard, they may warrant grading either above or below the grades of these jobs based on the application of sound job grading methods.

WG–6705–5 Materials Expediter, WG–5 WG–6705–5

Duties: Under the direction of a supervisor or higher-grade employee, performs various routine control center operations requiring a limited knowledge of industrial shop facilities and routing procedures.

—Receives incoming material either at the assigned work center or by picking material up at some other geographical location. Unloads material from trucks, pallets, pallet boxes, baskets or incoming bench. Opens crates, boxes, cartons, or bags as necessary and removes material for storage. Places material in bins or assigned storage space in production shop area.

—Checks route tags or shop orders that are attached to items processed through the control point to assure that the item(s) received and the document correspond in identity, quantity, and job number. Checks the documents to insure that routing is correct and that previous shops on the routing have been signed off, indicating completion of their work. Notifies the supervisor of discrepancies.

—In a control-finished parts storeroom, checks routing documents for inspection release stamps and matches to proper parts and assemblies. Stores material in or on shelves, cabinets, racks, or drawers, either individually or in kits, or by end-item sequence number or area of installation, as called for by production shop cards or other instructions. Labels and identifies shelves, drawers, and bins for ease of location and identification of material stored. Enters information such as bin number or quantity on a Kardex or other form of accountability for cross-reference to material locations by part number or kit number for rapid location of materials. Detects damaged or uncompleted items, which are brought to the attention of the supervisor or higher graded employee for disposition. Assembles material into kits, packages, lots or units, according to shop requirements and issues to individual workmen as required by job assignments. Orders material as requested by shop personnel. Hand delivers documents to expedite critical orders. Progresses orders and reports nonavailability of material to supervisor for action. May deliver material directly to workmen on line or work assignment dock. Delivers shop stock material such as 100 percent replacement items or repair parts, as requested by shop personnel or by job card requirements.

—When work is completed by the shop and returned to the control point, insures that shop personnel have signed or stamped-off for the work which has been accomplished. Prepares material for movement to the next routing location by securely placing it on flats or carts or other material handling devices. Notifies transportation personnel to deliver material to next routing point or expedites material by hand-carrying to the next routing point as directed.

Skill and Knowledge:

—Knowledge of a limited variety of parts and equipment. Can identify routine items which may be restricted to a particular kind, e.g., electrical, electronic, mechanical, or to a particular project, e.g., a specific model of aircraft engine or combat vehicle. A general knowledge of activity production processes and supply procedures in order to perform duties such as receive materials and parts and place them in storage areas most convenient to the production process, insure that received materials are stored in the proper project area, return improper or excess material to supply for disposal;

—Ability to read and interpret instructions which directly describe specific functions such as directions for filling a requisition form or materials turn-in form;

—Ability to make legible and accurate entries on stock record cards, routing cards, or similar documents;

—Dependability to report possible errors or discrepancies in material or documentation. Ability to independently correct obvious mistakes such as readily identifiable parts incorrectly stored in an area remote from the worksite.

Responsibility: Receives detailed instruction on work to be accomplished and makes decisions within the framework of these prescribed procedures, such as which work area is using a particular item and which bin or rack will be most convenient for the mechanics. Work direction is received from the supervisor who assigns work and directs the accomplishment of specific tasks. Works alone on some new assignments where detailed instructions are provided. Responsible for performing individual day-to-day job assignments under normal supervision after competence has been demonstrated.

Physical Effort: Regularly handles weights up to 40 pounds unassisted, with carries up to 25 feet. Occasionally handles weights up to 60 pounds. Material handling devices and assistance of other workers are available for handling especially heavy items. Heavy exertion is frequent. Constant kneeling, crouching, stooping, and walking is required.

Working Conditions: Regularly exposed to possible injury associated with handling equipment. Work is usually performed indoors in a well-lighted and ventilated production shop area. May be exposed for short periods to outdoor conditions. Regularly exposed to shop noises, dirt, fumes, and vibrations.

WG–6705–7 Materials Expediter, WG–7 WG–6705–7

Duties: The materials expediter routes parts, assemblies, and other material into or out of industrial shop facilities. He expedites the movement of priority items and follows up on overdue material, keeping production controllers and work area supervisor informed of material status. Using knowledge of parts, end item assemblies, and production processes, the materials expediter:

—Receives materials, parts, components and assemblies undergoing test, repair, rework or manufacture;

—Examines items received to verify part number, identity, and quantity with routing documents, checks for discrepancies such as untagged parts attached or unreported damage;

—When routing documents are missing, or item identity is questionable, makes positive identification by referring to parts manuals, matching parts with like parts, or referring to finished parts lists or blueprints;

—Insures that all previous processing has been completed by observing condition and appearance and checking routing documents for inspection sign off from each process;

—If quantity of item is incorrect, attempts to locate missing items by backtracking routing, or initiating request for replacement parts;

—Dispatches and subroutes material between control points and between control points and shops;

—Writes subroute shop orders for additional processing by other shops when greater than normal wear or damage is observed;

—Dispatches material through shops in accordance with established schedules and determines the schedules for subroutes according to the shops' required date and the predetermined flow time allowed. Assigns priorities as needed by serial number controlled production or other critical conditions;

—Follows up on material within a shop or between shops, within a control point or between control points; expedites movement of critical items by searching for and locating items in shops and arranging with schedulers and shop supervisors to advance the processing;

—Prepares material for dispatching by using correct materials handling methods and devices to insure that items are routed and dispatched to next shop or final destination without damage;

—Prepares material requisitions for parts and materials required in support of production shop work requirements based on request

of shop supervisors and from examination and evaluation of material coordination lists, service changes, and responsible shop and finished parts storeroom lists;

—Follows up on nonavailable material by contacting other control points to determine estimated completion date or by contacting material control point or material planners on status of ordered materials, by searching process shops for material which can be expedited, locating stocks in other program areas which can be borrowed or equipment which can be cannibalized pending receipt of material;

—Refers unresolved material shortages to supervisor, recommending requests for fabrication or proposal for local purchase or local manufacture;

—In addition, may perform miscellaneous duties such as assemble parts into kits, make listings of items delayed in process or in backlog and their status, physically inventory units and assemblies, prepare reports, maintain records, and operate pallet jacks, forklifts, or light trucks to transport materials.

Skill and Knowledge:

—Good knowledge of parts and equipment. Can identify most of the parts, tools, and equipment encountered on several concurrent projects. Can identify many major items visually. Knows the frequency of use of the items and of the different shop procedures and work methods required to produce or rework the parts in order to give priority attention to expediting the critical parts which will have the greatest impact on production. Ability to meet production schedules. Have flexibility to try different solutions when the usual sequence of approaches fails to solve delays or shortages.

—Knowledge of production process and supply procedures at the activity in order to locate and expedite critical parts which could delay end item production in his assigned work. For example, uses knowledge of the production or rework processes for a critical part in order to backtrack to locate a supply of parts at an intermediate stage of production and arrange for priority processing. Uses knowledge of requisition procedures to follow up material requisitions to determine if they are available from supply or if similar material has been issued to other shop areas from which it may be borrowed. Ability to check routing documents for ac-

curacy, identify errors, make corrections, add needed information, prepare orders for materials, and prepare routing documents.

—Ability to identify parts and materials or discover acceptable substitutes or higher level assemblies which may be used to maintain production, using knowledge of end item assemblies, stock and parts catalogs, specifications, prints, and technical manuals. Ability to read and interpret all usual instructions and production control and supply documents, including requisitions, routing cards, and shop orders. For example, initiating requisitions to support shop requirements (determining and balancing factors such as allowable stock, usage rate, projected workload, and reusables return rate), or replacing missing routing documents (finding applicable shop orders, determining from them processes needed, and writing job and movement cards).

Responsibility: The materials expediter normally carries out the work of his assigned operation with little or no continuing supervision. His overall work is reviewed by his supervisor on the basis of his effectiveness in maintaining an orderly flow of parts and material, and the energy and initiative displayed in expediting actions on priority needs. The supervisor reviews and approves all recommendations for material actions which involve additional expenditure of money or manpower, such as special production of unavailable material, or which involve use of substitutes or higher level assemblies. Positions in industrial activities are commonly located in production control units with assignment being made to work station serving a specified shop work area which generates a volume of used parts, materials, and assemblies flowing out of the shop and new or reconditioned items and material being funneled through the incumbent into the shop.

Physical Effort: Regularly handles weights up to 40 pounds unassisted, with carries up to 25 feet. Occasionally handles weights up to 60 pounds. Material handling devices and assistance of other workers are available for handling especially heavy items. Heavy exertion is frequent. Constant kneeling, crouching, stooping, and walking is required.

Working Conditions: Regularly exposed to possible injury associated with handling equipment. Work is usually performed indoors in a well-lighted and ventilated production shop area. May be exposed for short periods to outdoor conditions. Regularly exposed to shop noises, dirt, fumes, and vibrations.

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